



### Community Development Project Coordinator

Salary: \$7,031 - \$8,500 monthly

Open: May 12, 2014

Final Filing Date: June 2, 2014, 5:00 p.m.

The City of Berkeley has an exciting opportunity for a full-time career Community Development Project Coordinator. We would like to invite you to explore this career opportunity and complete an employment application via our website at [www.ci.berkeley.ca.us/hr](http://www.ci.berkeley.ca.us/hr) no later than Monday, June 2, 2014, 5:00 p.m.

The current vacancies are in the City of Berkeley's Economic Development Division of the City Manager Department, and in the Housing Division of the Health, Housing and Community Services Department.

The City of Berkeley is widely known for trendsetting companies in fields ranging from alternative energy to artisanal foods to bioengineering to retail start-ups locate and grow here to take advantage of our culture of innovation and entrepreneurship. Berkeley is home to one of the nation's leading research universities, a major government laboratory and one of the most highly-educated resident workforces in the country. Berkeley also boasts award-winning arts and entertainment, charming and distinct local shopping districts and more restaurants per capita than any other city in Northern California. Well served by transit and close to the booming technology hub in San Francisco, we also work with local, regional and state partners to build a vibrant regional economy.

#### Community Development Project Coordinator - Economic Development Division

As a member of the Economic Development Division team, candidates will provide assistance to new and growing businesses in Berkeley and the business district organizations that represent them through expertise in finance, marketing, and analysis of the local economy. Successful candidates perform a range of economic data analyses including assessing/mapping trends in employment, retail sales and other economic/demographic indicators. Successful candidates will prepare reports and presentations for the City Manager, City Council, and various boards and commissions; manage Berkeley's Revolving Loan Fund and serves as lead staff to the City's Loan Administration Board; manage contracts with one or more Berkeley Business Improvement Districts (BIDs). In addition, candidates will also act as a liaison with various district-based business organizations to help them promote and develop their districts, build local capacity and promote positive neighborhood economic development outcomes; advises a wide range of businesses seeking to grow in or relocate to Berkeley on available sites and zoning conditions and links them with property owners, brokers and other sources of business assistance; assists brokers and developers seeking to do projects in the City, including advising them on site opportunities, city requirements and referring them to other departments as necessary as well as manages complex, multi-phase projects with diverse stakeholders from inception through approval and implementation.

#### Community Development Project Coordinator - Housing Division

As a member of the Housing & Community Services Division team, candidates will work independently and collaboratively to provide project leadership and implement a variety of programs related to affordable housing development and rehabilitation in the City of Berkeley's Health, Housing & Community Services Department. Successful candidates will have a solid understanding of affordable housing financing, resourcefulness in responding to challenges, and proficiency in drafting, negotiating and executing the mechanisms for insuring the community's interests. Candidates will assist in administering the City's Housing Trust Fund and support the allocation of funds to a wide range of affordable housing projects; participate in all project phases, from inception, public review and approval through project financing, construction and post construction monitoring; represent the department and the City by collaboratively working with developers, community partners and the Housing Advisory Commission to bring affordable housing projects to fruition that align with our community's priorities and values.

We offer excellent benefits including full health and dental coverage for employees and eligible dependents; City- paid life insurance and long-term disability coverage. If you are currently enrolled in CalPERS under the pension reform, you may be a "Classic Member" therefore eligible for [2.7%@55](#) formula and the City pays the 8% employee's share to the California Public Employees' Retirement System (CalPERS). The City is not a member of Social Security, therefore, only Medicare tax is deducted.